

FAMILY COURT
OF THE STATE OF DELAWARE

RANDALL E. WILLIAMS
COURT ADMINISTRATOR

ADMINISTRATIVE OFFICES
NEW CASTLE COUNTY
COURTHOUSE
500 N. KING STREET, SUITE 3500
WILMINGTON, DELAWARE 19801-3757

Posting #FY06-06

**FAMILY COURT PROGRAM COORDINATOR
CASA PROGRAM**

Opening Date: September 6, 2005

Closing Date: September 21, 2005

A Vacancy Exists

Salary: \$35,934 - \$44,918 (Minimum - Midpoint) Pay Grade 13

Location: New Castle County (Please check this county on your application) New Castle County Courthouse, 500 King Street, Suite 3500 SLC# N210H, Wilmington, DE 19801-3757

Summary Statement:

This position coordinates and manages the activities of volunteers in the Court Appointed Special Advocate (CASA) program.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "not qualified."

1. Knowledge of the principles and practices of human services work.

Please list all coursework and/or experience in human services.

2. Knowledge of interpretation and application of state, federal and local laws, rules and regulations as they apply to human services work.

Please list all applicable regulatory coursework and/or experience

3. Knowledge of recordkeeping and case management practices and procedures.

Please list all applicable coursework and/or experience in case management.

4. Knowledge of management relations and supervisory techniques.

Please list all applicable coursework and/or experience in management or supervision.

5. Ability to communicate effectively both orally and in writing.

Examination: The application is evaluated based upon a rating of training and experience.

Essential Functions:

- Ensures adequate staffing of skilled volunteers through focused recruitment methods.
- In conjunction with peers and superiors develop and present training programs to ensure volunteers use proper interview methods, prepare appropriate case reports and function within the applicable federal and state laws, rules and regulations. Certain volunteers may be interns earning academic credit towards an undergraduate degree.
- Assigns volunteers with the goal of matching special skills, interests, cultural background, etc., with the needs of the minor child(ren).
- Ensures efficient and positive case results through regular contact with volunteers, discussions and sharing professional expertise as well as explaining the services available from other state agencies and private organizations.
- Ensures program effectiveness and viability through maintenance and evaluation of program data, resource requirements and nationwide precedent and trends in similar programs.
- Performs related work as required.

Conditions of Employment:

Direct deposit of paychecks is required as a condition of employment.

A satisfactory criminal background check is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://delawarepersonnel.com/benefits/index.htm>

Submitting your Application:

- Apply on-line at www.delawarestatejobs.com/postings (applications will be routed automatically to the recruiting agency).
- If you can not apply on-line, paper applications can be submitted to one of the following locations.

FAMILY COURT HUMAN RESOURCES, Administrative Offices, 500 King Street, Suite 3500, Wilmington, DE 19801 Phone (302) 255-0057 Fax (302) 255-2202

HUMAN RESOURCE MANAGEMENT, Townsend Building, 401 Federal Street, Suite 5, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

HUMAN RESOURCE MANAGEMENT, Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

HUMAN RESOURCE MANAGEMENT, Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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